

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120079-8

CONTROL NO.

XXXXXXX DDS/OL/SD 21

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Followup Report on Overdue Cargo

2. TYPE
OF
REPORT

<input checked="" type="checkbox"/>	STATISTICAL
<input type="checkbox"/>	NARRATIVE
<input type="checkbox"/>	MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Daily

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form computer print-out, etc)

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

SD Management Requirement

10. PREPARING COMPONENT (include lowest level contributing information to report)

Supply Control

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-8	\$4.31	30 min.		\$2.15	253		\$543.95

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$543.95

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Established by [] to check status of overdue cargo.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

ESTIMATED SAVINGS

RETAIN AS IS

OTHER (explain)

MAN-HOURS

DOLLARS

CHANGE

☒ DISCONTINUE

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

22 September Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120079-8

FORM 142
9-70Classification
CONFIDENTIAL

(22-36-43)

CONFIDENTIAL

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REPORTS INVENTORY						CONTROL NO.
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.)					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING
Followup Report - Overdue Cargo						
3. FUNCTIONAL AREA		PERSONNEL		TRAINING	ADMIN. GENERAL OTHER (specify)	
	<input checked="" type="checkbox"/>	LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)				6. DISTRIBUTION (No. of components not number of copies)	
	Daily					
7. FORMAT (memorandum, form, computer print-out, etc) TWX	8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
		YES	IF YES GIVE ADP PROCESSING NO.		Internal Management Requirement	
<input checked="" type="checkbox"/> NO						
10. PREPARING COMPONENT (include lowest level contributing information to report)				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<div style="border: 1px solid black; display: inline-block; width: 100px; height: 15px;"></div> Office of the Chief						
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	= COST PER YEAR
GS-10	\$5.23	10 min.	=	\$. 87	253	\$220.11
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$220.11
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.						
Followup report, on daily basis, which reflects overdue cargo.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT					ESTIMATED SAVINGS	
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)					MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE						
<input checked="" type="checkbox"/> DISCONTINUE						
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION				18. EXTENSION	
22 September 70	Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120079-8					
142			CONFIDENTIAL			(22-36-43)

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